

approved 4/12/12

Madison County Library Board of Trustees

January 12, 2012

Present: George Nale, Gene Lurwig, Calvin Ward, Ramona Booth, Victor Johnson, Otelyer Byrd, Donna Brumby, Suzanne DeGrasse, Karen Harrison, Pat Herndon, Alan Lapzcynski, Kathryn Ames

Chairman Mike Moak was absent due to family matters. Vice chairman George Nale presiding.

Correction to minutes from October 13, 2011- per capita funding should be .09, not .9.

Alan Lapzcynski, Madison County Buildings Superintendant, took the Board on a tour of the almost finished building

Personell- 2012 officers

Mike Moak, Chairman

Pat Herndon, Vice President

Gene Lurwig, Secretary

George Nale, Treasurer

All parties were unanimously elected.

Branch Manager report- see attached

Building Report

Victor Johnson made a motion to seek bids up to \$7000 for wall and curbing construction. David Ferguson will be doing the work.

There will be a change order for the sign which will cost \$4800. This money will come from the insurance received after the accident which damaged the sign.

Electrical and data lines also need to be added.

There are still contingency funds available for all forthcoming change orders such as resurfacing the parking lot.

We have received 101% of the budget and only spent 96%. The surplus will carry over and added to the reserve.

There was no increase in the Governor's budget for library materials and construction. State Library services have been reduced further by \$59,000.

Kathryn Ames, Library System Director, exhorted the board to contact their local legislators- Alan Powell, Frank Ginn and Tom McCall. A good talking point suggested was: "Education helps prevent crime and keeps people out of jail". The Royston library needs lobbying for their construction. January 26 will be the Georgia Council of Libraries Varsity Hot Dog Day in Atlanta.

The \$50,000 grant from the USDA has been awarded but not yet received.

We will need many new computers as Windows will stop supporting the XP operating system (what we currently have) and move to Windows 10. 7

The balance of the CD as of August is \$23, 373.70.

Branch Manager reported on the two burglaries.

Meeting adjourned 5:30 PM.

The next meeting will be April 12, 2012.

approved 7/12/12

April 12, 2012

Present: Mike Moak, George Nale, Gene Lurwig, Pat Herndon, Otelyer Byrd, Karen Harrison, Ramona Booth, Victor Johnson, Kathryn Ames, Donna Brumby.
Not present: Calvin Ward

Chairman Mike Moak called meeting to order at 4:40 P.M.
Corrections to minutes from January 12, 2012 - Alan Lapczynski, should be Alan Lapczynski. Computer operating system should be windows 7, not 10.

Branch Manager report- see attached.

Regional Director Report -

Kathryn Ames reported that Royston was approved for their library construction. Funding reduction will be continued into next year. Health insurance could be increased, in some cases, to \$900.00 per month per employee.

Friends of the Library report-

Victor Johnson reported that the Friends of the Library book sale is April 27 through May 5. Their general meeting will be April 22 in the Senior Center, due to the setting up for the book sale. Mike Cash found the shelving track company that originally made the track. New track will be made for the movable shelving. A BOOK SALE banner will be on the Court House square.

Building and Grounds report-

Suzanne DeGrasse stated the cleaning lady is doing the best she can with cleaning the new building. A description of cleaning duties was discussed for the new cleaning contract. Victor made the motion to accept the executive board's decision on the cleaning contract. Otelyer Byrd, seconded. Unanimously Approved

Finance-

George Nale gave the amount of the Jere Ayers CD, \$23,373.10. Karen Harrison made the motion to accept the gift of a Sharp copy machine from Graham Office Equipment if the new maintenance contract is in line with the old one. George Nale, seconded. Unanimously Approved

Special Projects-

The dedication of the New Madison County Library. Madison County Board of Trustees

Old Business-

Change orders- 10, 11, 12 and 13 were approved by the board electronically. Victor Johnson made the motion to approve these changes. George Nale, seconded. Unanimously Approved

New Business-

Kathryn Ames gave an estimate of \$12,000.00 for a security system for the library. She is to get more estimates. The motion was made by Victor Johnson to accept the executive board decision on selecting the bid for a security system for the library. Karen Harrison, seconded. Unanimously Approved

Kathryn Ames stated the large commercial toilet paper holders are needed in the bath rooms. She is to take care of it. She also suggested a refrigerator for the public use room and one for the employees. Victor said he would approach the Friends about getting those items. Suzanne DeGrasse suggested a microwave oven for the public use room. George Nale made the motion to use the existing policy for the use of the public room until a new policy is made. Ramona Booth, seconded. Unanimously Approved

Victor Johnson made the motion for Kathryn Ames to price a new desk and blinds for the library manager's office and blinds for the public use room. George Nale, seconded. Ramona Booth made the motion to let Suzanne DeGrasse decide on what used furniture to accept for the library. George Nale, seconded. Unanimously Approved

Ramona Booth made the motion to name the library public use room, The JERE AYERS room. Otelyer Byrd, seconded. Unanimously Approved

Meeting adjourned 6:30.
Madison County Board of Trustees

Approved 10/11/12

MCLS Trustees meeting minutes - July 12, 2012

Present: Mike Moak, George Nale, Gene Lurwig, Pat Herndon, Ramona Booth, Otelyer Byrd, Victor Johnson, Calvin Ward, Suzanne DeGrasse, Kathryn Ames, and Donna Brumby.
Not present: Karen Harrison

Chairman Mike Moak called the meeting to order at 4:30 PM

George Nale made the motion to work with an amended agenda. Passed
Minutes:

Ramona Booth made the motion to accept the corrected minutes. Passed

Chairman's Report:

Board members had received some negative e-mails about some programs offered at the library.

Branch Managers Quarterly Report:

Suzanne DeGrasse reported over 10,000 books had been checked out. Over 30,000 patrons had visited the library. 175 new library cards. For the complete report see attached.

Regional Directors Report:

The library usage has gone up due to the new expansion. 50% of operating revenue has been used and the system has received 51%. Water usage has gone up to about \$100.00 per month from \$20.00. Gas has not been budgeted for this year but will be for 2013. Some building heating and hot water is gas. The electric bill is lower than expected and this should balance out with the gas usage for next year. Shades have been ordered for the Jerre Ayers meeting room windows and Suzanne's office now has blinds. The Friends bought a refrigerator for the kitchen in the Jerre Ayers meeting room. USDA has not sent the County Commissioners the grant money in the amount of \$25,000.00 for the computers. The Royston Library construction is on hold while the asbestos problem is resolved. The Athens Library construction is moving along and the AFID system being installed.

Friends of the Library Report:

Victor Johnson reported the spring book sale was a success. It was discussed to raise the book prices for the fall book sale. A BOOK SALE banner was placed on the old court house square.

Building and Grounds:

Pat Herndon will be the chairwoman of this committee.

Finance:

George Nale reported the Jerre Ayers CD is now worth \$23,506.00 .

Special Projects:

No report.

Old Business:

The Jerre Ayers meeting room committee made their report, it was discussed. Victor Johnson made the motion for the committee to meet again. The date will be July 18 at 10:30 am . The motion passed.

The committee will report back to the Board August 16th, 2012 at 4:30.

Victor Johnson made the motion to accept the BULLETIN BOARD policies. Motion passed.

Victor Johnson made the motion to table the building cleaning requirements until the committee meets and reports back to the board at the August 16th, 2012 meeting. Motion passed.

Victor Johnson made the motion to table the landscape requirements until the committee meets. Motion passed.

New Business:

The 2013 budget was discussed. Ramona Booth made the motion to approve the 2013 budget with the purposed amended cleaning budget. Motion passed

Meeting adjourned at 6:14 pm

Madison County Board of Trustees

July 12, 2012 Library Board Minutes

Madison County Library Board of Trustees
P.O. Box 38
Danielsville, Georgia 30633

Learning to Read, Reading to Learn

October 11, 2012

Agenda

Call to Order
Introduction / Welcome

Approval of the previous Minutes
Public Comment

Reports:

Chair
Branch Manager
Regional Director/Consultant
Funding/Construction Update
State /Regional Funding Update
Friends of the Library

Committee Reports:

Building and Grounds
Finance
Personnel
Gifts
Special Projects

Old Business

Cleaning Contract
Landscape Contract

New Business

2013 Budget Update
2013 Officers

Announcements – Next Meeting – January 10, 2013 – 4:30 pm
Adjourn

Mike Moak

Phone – 706-548-4879 - - - e-mail – amm9350@bellsouth.net
131 Bridlewood Trail
Hull, Ga 30646

Amended

approved 10/11/12

Building & Grounds Committee
Madison County Library Board of Trustees
Called Meeting September 18, 2012

Committee Members Present: Pat Herndon, Chair, Gene Ludwig, Calvin Ward
Board of Trustees President: Mike Moak

Meeting was called to order at 3:45 p.m. Pat Herndon took notes.

Pat passed out copies of a list of all companies submitting bids. All six (6) bids were over the Library's budget for cleaning. Since all bids were over budget, the committee decided to have Pat contact the two (2) lowest bids and see if they would return to the Library and go over the cleaning maintenance list to see if their bids could be lowered three (3) to four (4) thousand dollars. The contract would be for six (6) months. At the end of that time it would be decided by the bidder and Library if the contract would be renewed. The other four (4) companies submitting bids were notified that their bids were over budget and not accepted.

Also figures for hiring two (2) part-time employees that were presented to the Madison County Board of Trustees at their called meeting on August 16, 2012, by Kathryn Ames, Director, ARLS were discussed. Their salaries, including FICA cost, would be just a few hundred over budget, but we would have to add cost of cleaning supplies and equipment. The employees would not be Madison County employees but ARLS employees and the cost of their salaries would come out of the Madison County Library's system budget.

If a re-submitted price for cleaning from the two(2) lowest bidders does not meet budget the committee would have to consider the hiring of two (2) part-time employees.

There was one bid for Grounds Maintenance which was way over budget. The committee tabled until more information could be gathered.

Submitted by: Pat Herndon, Chair
Building and Grounds Committee

Approved 10/11/12

Building & Grounds Committee
Madison County Library Board of Trustees
Called Meeting October 9, 2012

Committee Members Present: Pat Herndon, Chair, Gene Lurwig, Calvin Ward
Board of Trustees President: Mike Moak, Shay Hunter and Sandra Colquitt.

Shay Hunter and Sandra Colquitt were introduced to the members present as owners of the low bidding company Two Women & A Bucket. Contract was reviewed and discussed by everyone. It was explained to Shay and Sandra that the contract would be for just six (6) months because it was still over our budget by \$50.00 per month. At the end of the six (6) months we could meet again and discuss the renewal of the contract. They will take over the cleaning on Nov. 1, 2012.

Shay and Sandra will be present at the regular Bd. of Trustees meeting on October 11, 2012.

Meeting adjourned.

Notes by: Pat Herndon, Chair

Madison County Library Board of Trustees
as of 10/6/2011

Trustee Name	Committee	Contact Information	Mailing Address	Induction Date	Current Term Expires
Victor Johnson - Board Chairman	Chair- Special Projects Finance Materials Challenged	Home 706.795.2184 Work 706.795.5281 victor@giflawyers.com	1785 Fred Goss Road Danielsville, GA 30633	Q3-2010	6/30/2015
Ramona Booth- VP	Chair- Challenged Materials Finance Special Projects	Cell 706.207.3283 Home 706.543.0204 boothramona@yahoo.com	539 Martin Griffith Road Hull, GA 30646	Q3-2011	6/30/2016
Otelver Byrd	Personnel Friends Liaison Gifts	Cell 706.202.7910 Home 706.789.2495 bunkin@windstream.net	27 Banks Drive Danielsville, GA 30633	Q2-2002	6/30/2012
Karen Harrison -Regional Board Representative	Personnel Gifts	Home 706.549.0241 karenharrison@bellsouth.net	150 Martin Griffith Road Hull, GA 30646	Q2-2009	6/30/2014
Pat Herndon	Chair- Gifts Building and Grounds Challenged Materials	Home 706.245.5122 Hj750@bellsouth.net	529 Cheek Pulliam Road Royston, GA 30662	Q2-2010	6/30/2015
Gene Lurwig- Secretary	Chair- Personnel Building and Grounds	Home 706.795.5564 genejoanlocomotives@windstream.net	455 Stagecoach Way Danielsville, GA 30633	Q3-2010	6/30/2015
Mike Moak -Regional Board Representative (President)		Cell 706.540.7326 Home 706.548.4879 ammoakga@gmail.com	131 Bridlewood Trail Hull, GA 30646	Q2-2007	6/30/2012
George Nale- Treasurer -Regional Board Representative	Finance Special Projects	Home 706.789.3997 georgenale505@windstream.net	505 W. Minish Lake Road Commerce, GA 30530	Q2-2006	6/30/2016
Calvin Ward	Building and Grounds Special Projects	Home/work 706.795.5311 caljunward@windstream.net	408 Stagecoach Way Danielsville, GA 30633	Q3-2011	6/30/2016

approved January 10, 2013

October 11, 2012

Minutes of the Madison County Board of Trustees

Present: Mike Moak, Pat Herndon, Otelyer Byrd, Ramona Booth, Karen Harrison, Calvin Ward, Victor Johnson, George Nale, Gene Lurwig, Suzanne Degrasse and Kathryn Ames.

Chairman Mike Moak called meeting to order at 4:35 P.M.

Visitors, "Two Women and a Bucket," cleaning company. Shay Hunter and Sandra Colquitt.

Corrections to minutes of July 12, 2012. Jerry should be Jere Ayers. Approved
Corrections to minutes of Aug 16, 2012 called meeting. Otetier should be Otelyer.
Called meeting of Sept 18, 2012, Buildings and Grounds committee, approved.

Called meeting of Oct 9, 2012, Buildings and Grounds committee." Two Women and a Bucket", bid of \$1050.00 per month was accepted by the committee. The committee moved to allow the full board to approve or disapprove the bid at the Oct 11 board meeting.

Motion was made by Victor Johnson to give ☐☐ Two Women and a Bucket ☐☐ the library
cleaning contract for 6 months in the amount of \$6300.00. \$1,050.00 to be paid at the end of each month after receiving the bill. Cleaning contract will start Nov 1, 2012.

motion passed unanimously.

Chairmans Report:

The Madison County Commissioners ask that the library cleaning company be insured and bonded. "Two Women and a Bucket" comply. They agreed to one part time employee for the library.

Branch Managers Report:

See attached;

Regional Director Report:

See attached. Gas will have to be budgeted for next year. The upgrades in heating and air and insulation is paying each month in lower bills. Suzanne Degrasse brought to the boards attention that Arrow Exterminators have sent bills for termite treatment on the library. Mrs. Ames will take care of this.

Ms. Degrasse also said that Salloum Construction Co. is out of business.

The library will be closed half a day Nov 12, 2012 for employee training. It will open at 1 P.M.

The USDA grant of \$25,000.00 is soon to be paid.

Friends Report:

Victor Johnson reported the Friends fall book sale took in approx. \$5,000.00.

Finance Report:

George Nale reported that the Jere Ayers CD balance is \$23,567.73 .

Building and Grounds Report:

Pat Herndon reported that Alisa Claytor has been having community service people do grounds work.

Victor Johnson made the motion to authorize \$3,000.00 for landscaping care for the rest of this physical year ending June 30, 2013. Motion approved *unanimously*.

Myron Colquitt had given a landscape bid, and Pat Herndon will contact him.

Some new trees have died and Victor will contact Ponder and Ponder to get this resolved.

New Business:

Gene Lurwig reported the slate of officers for 2013 as follows:

Chairman- Victor Johnson

Vice Chairman- Ramona Booth

Treasure- George Nale

Secretary- Gene Lurwig

Motion made to approve 2013 officers. Approved *unanimously*.

Victor Johnson made the motion to adjourn meeting at 6:05 P.M. Motion passed.